



UNCF Biomedical Research Scholars Match



User Guide

Internships/Organizations

Guide Contents:

This guide contains instructions for creating an account in the iMatch_{SM} system, registering for the UNCF Biomedical Research Scholars Match, withdrawing internships from the Match, ranking applicants, certifying a rank list, and viewing Match results. To learn more about each action, click the titles below.

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I Create Your Account & Register for the Match:

1. The email you will receive from the iMatch system will contain an invitation link to register your account in iMatch. Click the **Click here to create an account** link to begin the registration process.
2. The **Create a new account** page will display.
3. Enter the following:
 - a. Your email address in the **Email** field will be prefilled from the invitation link and cannot be changed.
 - b. A unique password in the **Password** and **Confirm Password** fields. Your password must contain:
 - i. at least 14 characters
 - ii. at least one number
 - iii. at least one special character
 - iv. at least one uppercase letter
 - v. at least one lowercase letter
 - c. Enter your **First** and **Last Name**.
 - d. Enter your mobile phone number to receive a text message as the two-factor authentication for your account.
 - e. Fields with a * are required.
4. Click **CREATE ACCOUNT**.
5. The **Check email to confirm your account** page will display.
6. Access your email to view and copy the code.
7. Enter the code in the **Code** field and click **CONFIRM**.
8. Follow the below steps based on your multi-factor authentication choice:
 - a. **Entered a mobile phone number:** the Verify Phone Number page displays. Enter the generated code from the text message on your mobile device in the **6-Digit Code** field and click **CONFIRM**.
 - b. **Did not enter a mobile phone number:** a **QR code** to set up multi-factor authentication will display for your use with the mobile authenticator app of your choice (Microsoft Authenticator, Google Authenticator, Duo, etc.). Scan the QR code with your mobile authenticator app to generate a 6-digit one-time passcode. Enter the 6-digit one-time passcode in the **Code** field and click **Confirm**.
9. The **Match Agreement is Required** pop-up displays. Review the agreement and then enter your unique password and click **Sign**.
10. The **Match Home** page displays with the following items:
 - a. Your **Organization**.
 - b. **Match Info** contains the appointment year, match status, and calendar details.
 - c. **Tasks** identify the steps you completed to register for the Match. A green checkmark indicates completion.
 - d. **Actions** contains button(s) for performing tasks in the system.

- e. **Internships** contains details about the internships in your organization available in the Match and the Actions you can take for each internship in the left column.


II Sign in:

1. Open the iMatch site to access the UNCF Biomedical Research Scholars Match at: <http://imatch.org/>.
2. Enter the **Email** and **Password** you created for accessing the iMatch system in the appropriate fields.
3. Click **SIGN IN**.
4. Follow the steps below based on your authentication choice:
 - a. **Mobile phone number**: enter the generated code from the text message on your mobile device in the **6-Digit Code** field and click **CONFIRM**.
 - b. **Authentication App**: Enter the 6-digit one-time passcode from the multi-factor authentication app you used to create your account in the **Code** field and click **Confirm**.
5. The **Match Home** page will display.

III View Match Applicants:

1. From the **Match Home** page, click **View Match Applicants**.
2. The **Match Applicants** page displays the status for all invited and active Applicants. Scroll to review the list.
3. Use the **Filter** fields above each column to sort and search the Applicants, as needed. The Status column identifies INVITED or ACTIVE. Once Applicants register and enter their applicant details, their status changes from INVITED to ACTIVE.
4. Click on the Name link for Active status applicants to view **More Details** (More Details page not shown).
5. Click the **Match** breadcrumb to return to the **Match Home** page.

IV View Internships:

1. On the **Match Home** page, scroll to the **Internships** section. All the Internships entered in the Match for the organization are listed. Each internship contains three buttons in the **Actions** column:
 - a. **Details**: to view and edit Internship information.
 - b. **Rank List**: to view or enter/edit the rank list for the Internship.
 - c. **Withdraw**: to withdraw the Internship from the Match.
2. Click **Details**.
3. The **Internship Details** page displays. Note the Users, Internship, Details, and Position Contacts sections aren't shown. Scroll to review the information.
 - a. The **Quota** is the number of positions attempting to be filled in the Match with this position code.
4. Click the  icon at the top of the page to edit the information. The **Edit Internship** button displays beneath the icon (not shown in the screenshot). Editable fields display beneath field headers.
5. Once edits to the **Details** section are entered, scroll down and click **Save**.
6. Click the **Match** breadcrumb to return to the **Match Home** page.

V Withdraw an Internship from the Match:

1. To withdraw an internship from the Match, from the Match Home page, click the **Withdraw** button next to the internship title.
2. The **Withdraw Match Registration** pop-up displays. Enter your unique password and click **Sign**.
3. The withdrawal is complete.
 - a. The **Internships** section displays two buttons.
 - b. The Withdraw button has been replaced with a **Reinstate** button.
 - c. The Status displays **WITHDRAWN**.

VI Rank Applicants and Certify the Rank List:

NOTE. The iMatch system will time out if a user does not take any actions for an extended period. Please sign in again if you get any system error or remain idle for more than 60 minutes.

1. Internships users must complete a rank list of applicants by clicking the **Rank List** button for each internship.
2. To search for an internship, use the **Filter** fields or **drop-down menus**.
Note: to adjust the size of a column within tables in iMatch, place your mouse in between column headers and an arrow icon ←|→ displays. Drag the arrow to the left or right to adjust column width appropriately.
3. To sort the list of Internships by the status of each rank list, click the **Ranking** drop-down arrow. Statuses include **All**, **CERTIFIED**, **Not Started**, or **Ranking**.
4. Click **Rank List** for the Internship.
5. The **Rank List** page displays with the Internship Name and Code. Note the message indicating the list is not certified is in dark red.
6. Click the **Unranked Applicants** tab.
7. The list of unranked applicants displays all the applicants available to rank in the Match. Scroll to review the list.
8. Click each **Name link** in the **Name** field for any applicant to view details.
9. Use the **Filter** fields to search for an applicant
10. Enter the **ID** number or **Name** of the applicant for whom you are searching into the appropriate **Filter** field.
11. To add an applicant to your Rank List, click the green plus sign in the **Add** column.
12. The selected applicant no longer appears on the Unranked Applicants tab and the number shown on the Ranked Applicants tab changes.
13. Conduct additional searches on the Unranked Applicants tab and click the green plus sign next to each applicant you want to add to your Rank List.
14. To view your Rank List, select the **Ranked Applicants** tab.
15. Rank applicants from most preferred to least preferred. To change the order of the applicants on a Rank List using the arrows:
 - a. Click the **green arrow** to move an applicant up.
 - b. Click the **red arrow** to move an applicant down.
16. When the up/green arrow is clicked, the selected applicant moves up a rank and is briefly highlighted in blue indicating the change.

17. To change the order of the applicants on a Rank List using the numbered rank:
 - a. Click the number, a pop-up displays.
 - b. Enter the new position rank.
18. Click **Set Rank**.
19. The applicant moves to the chosen rank number and is briefly highlighted in blue indicating the change.
20. To remove an applicant, click the red minus sign.
*Note. The Rank numbers will change accordingly on the **Ranked** and **Unranked Applicants** tabs.*
21. Once you have finished adding applicants to your Rank List and have ranked the applicants in your preferred order, click **Certify** located above the list.
22. The **Password Entry** pop-up displays. Enter your unique password and click **Confirm**.
23. The **Rank List** is certified. Note the message indicating the list is certified in green and the date and time of certification.
24. Click the **Match** breadcrumb at the top of the page to return to the **Match Home** page.
25. The **Home Page** displays. Note the Ranking field for the list just certified displays **CERTIFIED**.
26. Once Rank List certification is complete, you will receive a confirmation email.
27. To enter and certify additional Rank Lists, repeat the above steps.

VII Uncertify and Edit a Rank List:

1. To change a Rank List to add, remove, or reorder applicants, go to the Rank List for the position and click **Uncertify**.
2. The **Password Entry** pop-up displays. Enter your unique password and click **Confirm**.
3. The Rank List is uncertified and able to be edited. Follow the steps in this guide to add, remove, and reorder applicants on the list before certifying it for use in the Match. The Rank List can be edited as many times as necessary during the ranking period but must be certified by the Rank List deadline.

VIII View Match Results:

1. On Match Day, results will display in the **Internships** list section on the **Match Home** page.
2. Filled status is listed as Yes or No in the **Filled?** column for each Internship.
3. For each Internship, click **Results** in the Actions column to view the applicant who matched to the Internship.
4. The **Match Results** page displays and shows the applicant matched to the Internship selected.

IX View Unmatched Applicants:

1. From the **Match Home** page, click **Unmatched Applicants** in the **Actions** box to view applicants that did not match to an internship.
2. The **Unmatched Applicants** page displays. Scroll to review the list.

X View Unfilled Internships List:

1. From the **Match Home** page, click **Unfilled List** in the **Actions** box to view all internships that did not fill.
2. The Unfilled Positions by Internship list displays. Review the list to identify internships that did not fill in the Match.